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Ontario Department of Education

Annual Departmental Examinations 1925

Instructions to Presiding Officers and Candidates



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NOTE:—Lower School candidates are not required to make formal application. Principals have been instructed to forward their lists of such candidates to the Presiding Officer or to the Public School Inspector not later than June 19th.

Annual Examinations

1925

A.—INSTRUCTIONS TO PRESIDING OFFICERS

Prior to the examinations Presiding Officers shall make themselves thoroughly familiar with all the instructions contained herein and they shall see that they are fully carried out.

GENERAL

1. At each centre there shall be a Chief Presiding Officer and such assistant Presiding Officers as may be required under Instruction 11, below. Each assistant Presiding Officer shall assist, as may be required by the Chief Presiding Officer, in all matters pertaining to the proper conduct of the examinations.

2. The Presiding Officers shall be nominated by the Public School Inspectors, subject to the approval of the Minister. Such approval may be assumed unless the Inspector is notified to the contrary.

3. Except with the approval of the Minister, every Presiding Officer shall be an experienced teacher now engaged in teaching or inspecting schools, preference being given to the holders of Permanent High School or First Class certificates, or of Permanent Second Class certificates with at least three years' experience.

4. The bag containing the question papers will be shipped by express, charges collect, in ample time for the examinations. Concurrently, a card of advice will be mailed to the Presiding Officer concerned.

5. On the receipt of the bag from the Department or the Inspector, *the Presiding Officer shall become responsible for the safe-keeping of it and its contents until the examination is concluded.* He shall see that the seal is intact. The bag can be opened by cutting the cord, and when opened, the names of the subjects and the number of envelopes containing question papers shall be verified with the time-table and with the lists of candidates. Should any question envelopes be missing, he shall *telegraph the Department at once.*

6. The question papers shall be kept in a safe or in a room with the windows securely fastened and the doors locked by cylinder locks. If the Presiding Officer is not satisfied as to the security of the papers by the foregoing means he shall obtain a padlock and chain which he shall fasten around the neck of the bag in such a way as to make it impossible for any one to gain access to its contents except by ripping open the bag. In any case the bag containing the question envelopes shall be locked in a room or cupboard or secured by means of the padlock and chain to some immovable or ponderous object. The Presiding Officer shall keep in his possession all the keys that are supplied with the locks for the room or the padlock. *The Presiding Officer shall spare no effort to ensure the safekeeping of the papers. In case of mishap he will be held personally responsible to the Minister.*

7. The Presiding Officer shall satisfy himself that all necessary arrangements are made by the School Board in due time for the examination. If the trustees have not placed a clock in each room used for examination purposes, the Presiding Officer shall have power to hire the use of one for each room during the time required for the examination, and to charge the cost thereof as part of the expenses of the examination.

8. All diagrams or maps having reference to the subject of examination shall be removed from the room, and books, papers, etc., from the desks; all arrangements shall be completed, and the necessary stationery distributed at least *fifteen minutes* before the time appointed for the commencement of the first subject of the examination, and at least *five minutes* before each other subject is begun.

9. If there is sufficient accommodation and if sufficient question papers have been received, the Presiding Officer shall admit Middle and Upper School candidates whose applications were not received by the Inspector by the prescribed date. He shall enter the names of such candidates in the Form (170) in which he records the amount of the fees received, giving such additional information as may be required. This Form and the prescribed fee with one dollar additional and the candidate's application, shall be forwarded to the Inspector. This additional fee shall not be charged a candidate who desires to take a paper in addition to the papers for which he made application by the prescribed date.

10. The Presiding Officer shall exercise necessary vigilance at all times while the candidates are engaged in writing, and he *shall not give his attention to any work other than that which pertains to his duties as Presiding Officer*. He shall take all necessary care to *render it impossible for the instructions to candidates to be violated without his knowledge*. This instruction shall be observed, *however small may be the number of candidates*.

11. The Presiding Officer shall not preside over his own pupils, or over pupils prepared in his own school. He shall not have under him at one time more than twenty-five candidates. In each examination room, candidates, whether writing on the same subject or on different subjects, shall be seated at least five feet apart.

12. *No person except the Presiding Officers shall be present with the candidates in any room at the examination; and at least one Presiding Officer shall be present during the whole time of the examination in each room occupied by the candidates. No conversation or noise which might disturb the candidates shall be allowed in the vicinity of the examination room.*

13. The Presiding Officer shall explain to the candidates the manner in which the name slips are to be attached to the answer envelopes. He shall exercise great care in distributing the proper number and kind of envelopes and examination books and in accounting for such envelopes and examination books as have been distributed. At the close of the examination in each paper **the Presiding Officer shall inspect every desk** in order to satisfy himself that no candidate has omitted to hand in all his examination books.

14. Immediately prior to the opening of a question envelope, as specified in No. 15, the Presiding Officer shall hand the unopened envelope to two witnesses who shall be Assistant Presiding Officers or senior candidates, and ask them to examine the envelope carefully, seals, flaps and edges, in order to fully satisfy themselves that the question envelope has not already been opened or

tampered with by anyone. For the same purpose immediately after the Presiding Officer opens the question envelope and takes out the question papers he shall hand the empty envelope to the same two witnesses in order that they may thoroughly examine the inside of the envelope. The Presiding Officer shall then ask the witnesses to sign the declaration on the back of the envelope. If the witnesses observe any particulars which are not in accordance with the declaration they shall note these exceptions below the declaration on the lower flap of the envelope.

15. *Punctually* at the time appointed for the commencement of each examination the Presiding Officer shall, in the examination room and in the presence of the candidates or of the Assistant Presiding Officers open the envelope containing the question papers, in the manner directed on the envelope, and give the question papers to the assistant officers and to the candidates. The papers of only the subject or subjects required shall be opened at one time. Until the examination in a subject is over, no question papers other than those which the candidates receive shall be taken out of the room.

16. *Punctually* at the expiration of the time allowed, the Presiding Officer shall direct the candidates to stop writing, and cause them to hand in their answer papers immediately, duly fastened in the envelopes.

17. The Presiding Officer shall enter the names of **all the Lower School candidates** on the tally list in alphabetical order. He shall also note their ages and the schools at which they have been prepared. In the case of the Middle and Upper School examinations he shall enter their names on the tally list in the same order as found in the official list (Exam. Form 108); names of extra candidates shall be added after the names of those on the official list. The Presiding Officer shall keep the tally list on his desk and as each answer paper in any subject is handed in (and he shall carefully note the superscription on the envelope), he shall check the same by entering the figure "1" opposite the name of the candidate. After the papers are handed to the Presiding Officer he shall not permit the answer envelopes to be opened, and he shall be responsible for their safe keeping until transmitted to the Department. The answer papers shall be kept securely locked in the bag or in a safe or in a room with the windows securely fastened and the doors locked with cylinder locks. The Presiding Officer shall keep in his possession all the keys that are supplied with the locks.

SUPPLIES

18. The necessary stationery includes pens, blotting paper, black ink of a uniform colour, the authorized examination books and drawing paper about 12 inches by 9 inches. At the beginning of each examination period each candidate shall be given *one* examination book (or in the case of Art, one sheet of drawing paper for each question or drawing prescribed) and one answer envelope, and other books or sheets as required during said period. Except as authorized herein, no paper shall be distributed to the candidates, and no paper, examination book or other book shall be brought into the room by any candidate.

19. (1) In order to facilitate the answering of questions on the Middle School Algebra and the Upper School Geometry and Trigonometry, which may require the drawing of graphs, the candidates at such examinations shall be given sheets of squared paper. The Presiding Officer shall see that a sufficient supply of the squared paper is provided by the School Board concerned.

(2) For use on papers requiring geographical location, outline maps, where required, have been prepared by the Department and will be sent in the envelope with the question papers.

(3) The Presiding Officer shall hand out one sheet of squared paper or an outline map with each question paper requiring its use. Additional sheets may be given, one at a time, to candidates as required. Great care shall be taken in accounting for all sheets distributed.

(4) The Presiding Officer shall require each candidate to attach each sheet and outline map, as soon as received, to the top of one of the ruled pages of his examination book. A gummed margin has been provided for this purpose at the top of the reverse side of the sheet.

(5) For the Upper School paper in Trigonometry the Presiding Officer shall see that each candidate is provided with logarithmic and interest tables. These tables may also be used, if required, for the Upper School paper in Algebra.

20. For the examinations in Art, special confidential instructions to the Presiding Officer will be sent in the bag with the question papers. The envelope containing these instructions shall be opened **not later than the day prior** to the examination concerned. Under no circumstances shall the candidates be shown these instructions.

ANSWER ENVELOPES

21. Presiding Officers shall see that candidates use the correct answer envelopes as follows:—

(1) Lower School candidates use the envelopes designated (in purple ink), "Lower School Examination."

(2) English-French Model School Entrance candidates use the envelopes designated (in green ink), "Entrance into the English-French Model Schools."

(3) Middle School and Pass Matriculation candidates use the envelopes designated (in red ink), "Middle School Examination."

(4) Upper School and Honour Matriculation candidates use the envelopes designated (in black ink), "Upper School Examination."

(5) Candidates for more than one of the above examinations shall place their answers for the different examinations in the respective envelopes as indicated above.

COLLECTING AND FORWARDING FEES

22. Candidates are required to pay the prescribed fee on *each* day of their examinations. (See Instruction 3, Section B, below.) With a view to facilitating the collection of the fees with a minimum amount of inconvenience, and to rendering it unnecessary for the Presiding Officer to interfere in any way with the candidates while they are writing, the following instructions are given:—

(1) The Presiding Officer shall carefully observe Instruction 8 above, and have all arrangements completed and material distributed so that candidates may be seated in their places *not later than* 5 minutes before the time set for each paper.

(2) The fee slips, a supply of which will be found in the bag, shall be distributed with other material specified in Instructions 19 and 20 above, one slip being placed in full view on each desk.

(3) Before distributing the question papers, the Presiding Officer shall instruct the candidates to fill in the fee slips. Each candidate shall enter his name, the name of his examination and of the subject, and the amount of the fee (one dollar) and place the slip and the fee on his **desk**. The Presiding Officer shall then collect the slip and the fee taking care in the case of each candidate to check the one with the other before proceeding to the next candidate. He shall follow this procedure before the commencement of the examination on each paper. Presiding Officers are advised not to accept cheques.

(4) As soon thereafter as convenient, and before the close of the examinations each day, the Presiding Officer shall check the slips and the fees with the lists of candidates.

(5) The Presiding Officer shall then make out from Form 108, a list showing the names of the candidates (in alphabetical order, sexes not to be separated) and the fees paid. The Form (Examination Form 170) for this purpose will be found in the bag.

NOTE.—In the case of a Middle or Upper School candidate who did not make application to the Inspector by the prescribed date, and whose name, therefore, does not appear in Form 108, the Presiding Officer shall collect from him \$1.00 in addition to the prescribed fee (see Instruction 14, Section B below) and he shall also require him to submit an application for the examination. Such application shall be satisfactory, especially in respect of the certificate required re Supplementary Reading. The name of such candidate shall be entered at the foot of the list (Form 170), with the entry, "Late candidate," opposite.

23. (1) On the last day of the examinations, the Presiding Officer shall forward to the Public School Inspector (a) the list of Lower School candidates received from the Principal of each school, (b) the list (Form 170), and (c) the total amount of fees received from such candidates.

(2) A similar procedure shall be followed in the case of the Middle and Upper School examinations. With the lists of fees therefor he shall forward to the Inspector Form 108 and the applications of late candidates. In all cases the fee slips shall be retained by the Presiding Officer as his check on the fees received.

24. The Inspector, on the receipt of the lists and fees, shall check the same, divide the total amount received according to instructions (see Instruction 36 below), forward to the School Board its share and the balance to the Department together with Form 170 and the applications of late candidates (if any). He shall retain Form 108, and the Principals' lists of Lower School candidates.

MAKING REPORTS AND RETURNING ANSWERS TO THE DEPARTMENT

25. The Presiding Officer shall report to the Department at the close of the examination in the "remarks" column of the Diagram Blank (Exam. Form 21) any particulars in which the instructions, etc., were not observed, and he shall mention any facts regarding the examination that he deems expedient to have brought to the attention of the Department. The Presiding Officer and his assistants shall sign a declaration that in all other respects the instructions and regulations were fully complied with.

26. The Presiding Officer, as part of his report to the Department, shall send a diagram of *each room* on the Form provided (Exam. Form 21), showing the position occupied by each candidate and Presiding Officer during the examination in each subject.

27. (1) The Presiding Officer shall not arrange the answer papers according to subjects, but shall arrange them so that all the answers of each candidate for examination are sent together in the same shipment [except as specified in (2) below] and in the order in which their names appear in the list of candidates for the examination. To facilitate this, elastic bands have been supplied, one for each candidate's set of answers.

(2) Where a candidate takes papers belonging to different examinations, such papers are to be divided according to the examinations taken and each parcel sent with those of the other candidates for these examinations.

28.—(1) The prompt return of the answers to the Department at the close of the respective examinations is essential, and may be greatly facilitated if the answers are sorted at the close of each day's examination.

(2) The tally-list of each examination shall be returned in its respective bag with the candidates' answer envelopes. See Instructions 29 and 30 below.

(3) The declaration and diagram report (Exam. Form 21), and the reports on special cases such as illness of candidates, shall be forwarded to the Department by post on the respective days that the answers are forwarded. For this purpose a special envelope will be found in the bag.

29. The answers of the candidates taking the Lower School and the English-French Model Entrance examinations, together with the corresponding tally-list, shall be securely tied and returned promptly at the close of these examinations, in one of the bags provided.

30. The answers of candidates taking (1) the Middle School examination, (2) the Upper School examination, together with the corresponding tally-lists, shall be securely tied, in separate parcels, and returned promptly at the close of these examinations, or as otherwise directed, in one of the bags provided.

31. (1) Each bag shall be so tied that the words, "The property of the Department of Education," will be outwards. The shipping tag shall be securely attached to the strap on each bag.

(2) All the express charges shall be prepaid, and no commercial value shall be placed upon the bags and contents.

32. (1) All surplus question papers shall be given at the close of the examinations to the Principal of the school.

(2) All surplus answer envelopes and name slips shall be returned to the Department in one of the bags containing candidates' answers.

(3) The packages of empty question envelopes having the declarations of the witnesses thereon, shall also be returned to the Department in the bottom of one of the bags containing the candidates' answers.

EXPENSES OF THE EXAMINATIONS AND SCALE OF FEES

33. The Treasurer of the School Board of the school where the examination is held shall pay, on the certificate of the Public School Inspector, the incidental expenses of the examination, including the cost of stationery, express charges, etc.

34. Except in a District or a Provisional County, the Treasurer of the School Board of a school where the examination is held shall pay, on the certificate of the Public School Inspector:

(1) To the Public School Inspector, for preparing in duplicate the list of candidates (Examination Form 108), the sum of \$3.00, provided that the number of candidates writing does not exceed twenty, and for each additional ten candidates or fraction of that number, one dollar in addition. It is to be understood that the number of applications received, and not the examinations on which the candidates write, will determine the amount paid for this service.

(2) To each Presiding Officer, \$12.00, and to each Assistant Presiding Officer, \$9.00 per diem, for presiding at the examinations, and return railway fare or the ordinary cost of conveyance from and to his usual place of residence.

35. The examination fees are as follows:—

English-French Model Entrance (maximum \$5.00)—per paper.....	\$1 00
Lower School (maximum, \$5.00)—per paper.....	1 00
Middle School (maximum, \$10.00)—per paper.....	1 00
Upper School (maximum, \$15.00)—per paper.....	1 00

Note.—1. If the fees for the examinations which a candidate desires to take amount to more than \$15.00, only \$15.00 shall be required.

36. Attention is directed to the disposition to be made of the fees. Sixty per cent. of the total fees for the above examinations for any centre shall be sent to the Department. The remainder of the fees received is to be forwarded to the School Board or other body that bears the expenses of the examination.

The additional late penalty fees collected under authority of Instruction 14, Section B below, shall be forwarded to the Department without division.

Note.—The inspector is requested to forward the fees due the Department per bank draft or money order.

B—INSTRUCTIONS TO CANDIDATES

Previous to the examination Principals shall read and carefully explain to their candidates instructions 1-14 inclusive.

Under present conditions, it is not practicable for Presiding Officers to read the instructions to the candidates. They should, however, inform them that they are expected to make themselves familiar with the instructions already in their hands on the reverse side of the time-table.

1. Each candidate shall satisfy the Presiding Officer as to his personal identity, and any person detected in attempting to personate a candidate shall be reported to the Department. The Presiding Officer is authorized to refuse the application of any candidate who presents himself at any centre other than that nearest his usual place of residence, unless the candidate's explanation of his course in so presenting himself is in every way satisfactory to the Presiding Officer.

2. Candidates shall be in their allotted places before the hour appointed for the commencement of each examination. If a candidate be not present till after the appointed time, he shall not be allowed any additional time. No candidate shall be permitted, on any pretence whatever, to enter the room after the expiration of an hour from the commencement of the examination. The Presiding Officer is authorized to refuse admission even within the hour if the candidate's explanation is in any sense unsatisfactory, or if he has reason to suspect collusion between the newly admitted candidate and other candidates.

3. Candidates shall take with them into the examination room, when presenting themselves for examination in *each* subject, the exact amount of the examination fee prescribed (one dollar) and shall place it on their desks for collection as instructed by the Presiding Officer. The maximum fee for the Lower School examination is \$5.00; for the Middle School, \$10.00; and for the Upper School, \$15.00.

4. A candidate shall not leave the room within *one hour* after the distribution of the question papers in any subject; and if he leave after that period, he shall not be permitted to return during the examination in such subject.

5. Every candidate shall conduct himself in strict accordance with the instructions. Should he take into the room or have in his possession, in his desk, or on his person, any book, notes, paper or anything from which he may derive assistance; should he talk, whisper or make signs to another candidate; *should he leave his answers so exposed that any candidate may copy from him*; should he give or receive aid or extraneous assistance of any kind whatsoever, his examination will be cancelled, and he will be debarred from presenting himself at any Departmental or Matriculation examination for two years. Should the Presiding Officer obtain clear evidence of the violation of these instructions at the time of its occurrence he shall cause the candidate concerned to leave the room at once; he shall strike his name from the list of candidates; and he shall not permit him to return to the room during the remaining part of the examination. If, however, the evidence be not complete at the time, or be obtained after the close of the examination, the Presiding Officer shall report the case to the Department.

6. (1) For the examinations in Mathematics, candidates shall provide themselves with a ruler (showing millimetres and sixteenths of an inch), a pair of compasses and a protractor.

(2) For the examination in Art, candidates shall come supplied with pencils, rulers, compasses, erasers, pens, water-colours, brushes, India ink and tracing paper. They will also need water-pans and a convenient supply of water.

7. A candidate shall not use any paper or book other than that provided. He shall write the name of the subject of examination very distinctly at the top of his book. **He shall not, however, write his name or any distinguishing mark on his book nor shall he tear any paper from his book or insert therein any matter not pertinent to the examination.**

8. Candidates are also reminded that the Presiding Officer is not allowed to make *any explanation* or other statement regarding the probable meaning of any question or to *give any advice* as to what question should be answered by the candidates or how any question should be answered.

Should an error appear to have been made in any question, *no attention* shall be drawn to it during the time of examination by either the Presiding Officer or any of the candidates. Candidates may, however, at the end of the examination period submit the matter to the Presiding Officer, who, if he consider it necessary, will report on the matter to the Department at the close of the examination.

9. Every candidate shall write his answers and full solutions on the ruled sides of the leaves of his examination book or books (if more than one be needed); he shall use the unruled sides in preparing the answers in rough where necessary. He shall fold his examination book (or books) once across, place it in the envelope provided by the Presiding Officer, seal the envelope, write on the outside of the envelope the subject of examination only, and, on the slip provided, his name in full (surname preceding), and then securely fasten the slip to the envelope, as instructed by the Presiding Officer. Each candidate shall see that his answers are placed in the proper envelopes.

At the close of the examination in each subject he shall see that no examination book is left in his desk.

10. In case of the illness of any candidate affecting his examination, he shall request the Presiding Officer to report full particulars to the Department *immediately at the close of the examination*. This report shall be accompanied by a *medical certificate*, stating precisely the nature of the illness and its time and duration. Other occurrences interfering with the candidate's examination shall be reported at the same time.

11. A candidate for a University Scholarship shall make special application therefor to the University concerned. He shall also make application to the Public School Inspector for the Middle or Upper School examination, or both, as the case may be.

12. The answer papers of all candidates are read carefully by boards of Associate Examiners selected from the successful teachers of the Province. All papers on a subject are valued according to a uniform scale of marks decided upon by the Examiner-in-Chief in consultation with a committee of Associate Examiners in charge of that subject. Every paper which is valued near the pass mark by an Associate Examiner is subject to revision by the chairman of the section.

Before the results are made up, the answers of candidates who fail by not more than a reasonable margin in any paper are immediately re-read by the Examiner-in-Chief. Candidates who still fail in this supplementary reading are sent statements indicating in what papers their answers have been re-read. *No further appeal is allowed in such papers.*

Besides the precautions outlined above, the addition and transferring of marks are carefully checked on all answer papers.

13. (1) In cases of failure where the statements of marks are not stamped as "Re-read," candidates may have their answer papers re-read on making an appeal before September 1st, and paying a fee of \$1.00 per paper up to a maximum of \$5.00, or after September 1st, on paying a fee of \$2.00 per paper up to a maximum of \$10.00. The fee will be returned if the appeal is sustained.

(2) Candidates making appeals shall state where they wrote and the papers on which they appeal. Principals sending in appeals in behalf of candidates shall make each appeal on a separate sheet of paper.

(3) All appeals shall be addressed to the Deputy Minister of Education.

14. Applications shall not be received by the Inspector after the prescribed date, and candidates are reminded that they should in no case forward their applications to the Department. If a candidate, through an oversight, should neglect to have his application duly sent to the Inspector, he may present himself at the examination, when the Presiding Officer is at liberty to admit him, provided that the application is satisfactory, and there is the necessary accommodation, and that a sufficient number of question papers has been received. An additional fee of \$1.00 shall be exacted by the Presiding Officer from a Middle or Upper School candidate who presents himself in this way.